



Job Posting

Posting & Application Period:
November 1 to 16, 2016

Truck Driver / General Helper

DEPARTMENT: Legislative Service Bureau (LSB) – Legislative Printing Division
STATUS & HOURS: Full-Time – 37.5 hours per week | 7:00 am - 3:00 pm, Monday to Friday
MINIMUM PAY RATE: Based on a percentage of Journeyman Scale | \$13.87 per hour on 10-1-16 scale
JOB LOCATION: LSB Print Shop, 3350 Ranger Road, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This employee drives a 16-foot box truck to deliver printed materials from the LSB Print Shop to legislative office buildings in downtown Lansing. This position requires repetitive lifting of paper and boxes of printed materials weighing no more than 50 pounds. Deliveries are performed year-round, in all weather conditions. When not making deliveries, this employee assists in the bindery and press area as a general helper with production work and shop clean-up.

Job duties include, but are not limited to:

1. Ensuring accurate and timely delivery of materials while maintaining a friendly, customer-oriented approach. Maintains delivery log.
2. Load and unload materials using proper handling procedures and operating a forklift.
3. Receive and verify dispatch instructions properly.
4. Conduct pre-trip and post-trip inspection of truck. Maintain truck cleanliness, including inspecting truck supplies and equipment, such as gas, oil, tires, lights and brakes, to ensure truck is in proper working order.
5. Maintain vehicle log according to established procedures.
6. General Helper duties include assisting journeymen press and bindery staff on machines; removing scrap and recycled materials; stocking supplies, taking inventory, performing equipment maintenance, and tasks to maintain shop cleanliness and safety, including sweeping, dumping trash, etc. in shop area.

MINIMUM QUALIFICATIONS and ABILITIES

- Must possess high school diploma or GED Certificate.
- Ability to mount and dismount truck and routinely lift and move boxes up to 50 lbs.
- Team-oriented with good communication and problem-solving skills. Strong customer-service orientation.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings and holidays.
- Must possess valid Michigan driver's license that represents a history of safe driving.
- Previous truck driving experienced desired.
- Ability to learn and operate a forklift. Previous exp. desired.
- Excellent work attendance and punctuality a must.
- Ability to climb stairs, stoop, kneel and bend.
- Must be able to perform the essential functions of the position.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include the following two items as separate attachments in their online application: 1) cover letter outlining interest and qualifications, and 2) resume. The successful candidate will undergo a criminal background history check and post-offer physical.

The deadline to apply is 5:00 pm on Wednesday, November 16, 2016. Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or 517-373-9643.

ADDITIONAL REQUIREMENTS and INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. The LSB's Legislative Printing Division is a union shop that provides composition and printing services for the production of legislative materials. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. LSB employees are required to be non-partisan.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.